

SKETCH PLAN REQUIREMENTS FOR PROJECTS < 5,000 SQ. FT.

Level One Zoning Review Submittals Must Include: a completed Zoning Application, Level One Fire Protection Review Form, Sketch Plan Checklist, and (10) Sets of Complete Drawings (7 copies for zoning and 3 copies to be included with building construction plans).

*** All plans must include a “Title Block” containing the following information:**

- Name of Property Owner (s)
- Name, Address, and Phone Number of Contact Person
- Name of Project
- Location of Project, Address and a Vicinity Map
- Name of Design Professional, if Applicable
- Scale: Between 1 inch = 10 ft and 1 inch = 50 ft
- North Arrow
- PIN Numbers
- Date of Drawing
- Subsequent Revision Date
- Zoning District
- Name or Title of Plan (e.g. Sketch Plan, Site Plan, Landscape Plan)
- List Number of Parking Spaces Required and Provided by Type

*** The Sketch Plan must include the following information:**

- Show all Existing Property Boundaries with Dimensions (Show Entire Property)
- Show and Label all Flood Zones, if Applicable
- Show all Existing and Proposed Structures and their Location on the Property
- Show Existing and Proposed Access Points, including Roads, Driveways, Bicycle Paths, etc. (Note if any Access Points are not used)
- Approximate Existing and Proposed Locations of Easements, Sidewalks, and Right-of Ways
- Show Required Setbacks: Note and Dimension any Encroachments. Note Distances from Proposed Buildings to Property Lines and Distances Between Buildings
- Show Proposed Parking Lot Layout and Direction of Traffic Flow
- Show and Dimension Lot Aisle Width and Parking Spaces, including Handicap Spaces
- Show Existing and Proposed Parking Lot Lighting and/or Security Lighting
- Show and Label Neighboring Streets
- Show Neighboring Uses
- Show and Indicate Locations of Nearest Fire Hydrants
- Show Accessibility Compliance per NCSBC-Volume 1 (i.e. handicap ramps, handicap parking, etc)
- Show Location and Dimensions of all Existing and Proposed Buffer Areas
- Show Location, Species and Number of Buffer Plantings
- Show Landscaping Required to Screen Dumpsters and other Outdoor Storage and Utility Structures
- Show Location, Species and Number of Street Trees
- Show Location, Species and Number of Plantings Required in Parking Area and Planting Strips

**Checklist and Plans are to be submitted to the Permit Center, located at the Public Works Building ,
161 S. Charlotte Street, Room A-105, Asheville, NC 28801**